

This position is being advertised under both Merit Staffing and Delegated Examining Procedures.

TITLE, SERIES, GRADE: Financial Analyst (Corporate Fraud), GS-1160-9

SALARY RANGE: GS-9: \$39,690 - \$51,599*

***NOTE:** Salary range contains multiple steps. In most cases, the salary will be set at the starting step for the grade level qualified.

TYPE OF APPOINTMENT: Permanent, Full-time

PROMOTION POTENTIAL: None.

VACANCY ANNOUNCEMENT NUMBER: 04-NDAL-01

OPENING DATE: 01/29/04

CLOSING DATE: 02/12/04

DUTY LOCATION(S): United States Attorney's Office, Birmingham, Alabama

NUMBER OF VACANCIES: One (1) Position

CONTACT: Donzella L. Walton or Jane M. Northcutt

Phone #: (205) 244-2075 TDD#: (205) 731-1032

Send your application package to: United States Attorney's Office, Attn: Human Resources, 1801 4th Avenue North, Birmingham, AL 35203.

Applications must be received or postmarked by the closing date. Applications submitted using government postage, e-mail, internal Federal government mail systems, or facsimile will not be considered.

WHO MAY APPLY: Nationwide (All Sources), including well-qualified surplus and displaced Federal employees in the local commuting area.

DUTIES: Plans and conducts financial audits of limited complexity. Cases frequently concern sensitive matters involving target organizations that may be complex in nature with a large number of primary and subsidiary activities. Cases typically involve one or more violators who are highly successful in conducting their financial affairs through secretive means designed to conceal their involvement. Investigations are of major inter-regional dimensions, or are nationwide in origin or coverage, with occasional international implications and involve a large number of activities, operations, and transactions whose interrelationships are difficult to establish. Reviews and analyzes the financial and management operations of commercial, industrial, municipal, financial, and/or other corporate organizations to evaluate their financial condition. Examines pertinent financial statements, accounting records, operating reports, billing records, invoices, correspondence, data processing material, and similar material. Determines the financial soundness and identifies weaknesses that are pertinent to the evaluation.

GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:

1. QUALIFICATION REQUIREMENTS - Applicants must meet the qualification requirements outlined in the United States Office of Personnel Management Qualification Standards Handbook for General Schedule Positions. As outlined in the Qualification Standards Handbook, equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable. The length and type of qualifying experience is described below: **GS-9:** One year (52 weeks) of specialized experience comparable to the GS-7 level in the federal service. Specialized experience is that which is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience is experience performing financial analysis and evaluation work requiring a knowledge of (1) financial theory, principles, and practices and (2) financial institutions such as banks, brokerage houses, credit unions and mortgage lenders.

Applicants applying under merit staffing procedures must meet all qualification requirements, including time-in-grade, no later than 30 days after the closing date and before placement in the position. Applicants applying under delegated examining procedures must meet all requirements by the closing date.

2. EVALUATION METHOD - Basically qualified applicants may be further evaluated to determine those who are best qualified. A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSA's) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks in relationship to the following KSA's.

- A. Knowledge of the financial and management structure, operations, and practices of corporate organizations.
- B. Knowledge of the laws, regulations and procedures, governing corporate fraud investigations.
- C. Ability to research, evaluate, and analyze financial information from a variety of sources.
- D. Ability to communicate orally.
- E. Ability to communicate in writing.

Applicants are **encouraged** to address their experience and/or education related to the KSA's described above. We suggest that you address each KSA separately in clear and concise paragraphs. Failure to do so may result in a lower score in the evaluation process.

3. HOW TO APPLY - This position is advertised concurrently under both Delegated Examining and Merit Staffing procedures. Qualified status applicants (current or former Federal employees) will be considered only under Merit Staffing procedures unless they submit **TWO** complete application packages.

Applicants must submit an Optional Application for Federal Employment (OF-612), **or** an Application for Federal Employment (SF-171), **or** a resume, **or** any other written format that describes your job-related qualifications. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure “Applying for a Federal Job” (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.htm> or through a self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

Status applicants (current or former Federal employees) must also submit the following:

- A copy of a Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis.
- A copy of a performance appraisal issued within the last 12 months (current Federal employees only).

4. ICTAP AND/OR CTAP CANDIDATES - To receive selection priority, surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who satisfies all medical, physical, education, experience and selective factors (if any) for the vacant position; meets the established cut-off score of the crediting plan (half of the total amount of awardable points); and, can satisfactorily perform all of the duties of the position within a reasonable orientation period, e.g., 30 days.

CTAP and ICTAP candidates must submit documents which show their eligibility for selection priority. Documentation can include a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection, and, a copy of an SF-50 showing their current position, grade level and promotion potential and duty location.

5. VETERAN'S PREFERENCE - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference also must submit an Application for 10-Point Veterans Preference (SF-15), a letter from the Veterans Administration dated within the last twelve (12) months certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay, or other appropriate documentation.

6. AGENCY REQUIREMENTS AND INFORMATION - If the position is advertised at more than one grade, indicate the grade level(s) for which you are applying. If not specified, you will be considered only for the highest grade qualified.

Payment of relocation expenses will not be authorized.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selected applicant will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

COMPLETION OF A ONE-YEAR PROBATIONARY PERIOD MAY BE REQUIRED.

Applicants are required to sign and submit the Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act (DOJ-555 located at the bottom of this announcement). The signing of this form authorizes the District to request a credit check. Failure to submit the DOJ-555 might preclude an applicant's employment consideration.

7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT - Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please notify the hiring servicing personnel office. The decision on granting reasonable accommodation will be on a case-by-case basis. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

Competitive status is not required if you are eligible for a non-competitive appointment, such as those authorized for the severely disabled; certain veterans and disabled veterans; former ACTION volunteers; present and former Peace Corps personnel. Please indicate the type of special appointment you are seeking, if any, on your application. Appropriate documentation to support eligibility is required.

PRIVACY ACT PROTECTED INFORMATION
(When Completed)
United States Department of Justice
Disclosure and Authorization Pertaining to Consumer Reports
Pursuant to the Fair Credit Reporting Act

This is a release for the Department of Justice to obtain one or more consumer/credit reports about you in connection with your application for employment or in the course of your employment with the Department. One or more reports about you may be obtained for employment purposes, including evaluating your fitness for employment, promotion, reassignment, retention, or access to classified information.

I, _____, hereby authorize the Department of Justice to obtain such report(s) from any consumer/credit reporting agency for employment purposes.

Signature

Date

Social Security Number

Current Organization Assigned